



Office of the Clerk
United States Bankruptcy Court, Northern District of California

MEMORANDUM

To: All CM/ECF Steering Committee Members

From: Wendy Kan, Recorder

Date: August 8, 2003

Subject: ***CM/ECF Steering Committee Meeting - July 18***

Attending: The Honorable Leslie J. Tchaikovsky
Gloria L. Franklin, Clerk of Court
Kathy Bernart, Manager, Information Technology Division
Edward Emmons, CM/ECF Operations Subcommittee Chair/Chief Deputy
Marilyn Hunt, UNIX Systems Manager, Information Technology Division
Sharon Hurt, Trainer
Elaine M. Seid, Bay Area Bankruptcy Forum Representative
Mike Sorgaard, Office of the United States Trustee

Absent: Dennis J. Bilecki, CM/ECF Project Manager/Division Manager, Santa Rosa Division

The teleconference was called to order at 1:40 p.m.

Status of CM

Dictionary events are modified on an as needed basis. Gloria spoke with the managers regarding preparations for ECF.

All local modification requests ("LMR's") are completed and current. An internal issue regarding docket display was resolved.

The district is currently addressing the slowness of the CM system.

Status of Administrative Procedures

Dennis is in the process of drafting the administrative procedures (the "Procedures") so that it will conform with the local rules. He will be forwarding a draft for the managers review and comment.

The procedures identify areas that require standardization.

A final copy will be available for the judges and managers review by late August. Judge Tchaikovsky has requested that she receive a copy of the draft procedures.

ECF Implementation Strategy/Time line

Training for test filers may begin during the week of September 29. The time frame is dependant upon technological support. Kathy is preparing the specifics for training.

The CM Evaluation Committee is currently reviewing all events. The committee meets once a week and will complete the review of the first batch of events by the week of July 21.

A business process review is conducted to determine how to process filings and to develop the training curriculum. Each division is responsible for conducting the chambers' business practice review.

Kathy is working on developing recommendations for the e-order program.

She has contacted 11 vendors who offer companion products for ECF. Several vendors have obtained access to the training database to determine software compatibility.

External User Training Curriculum

A draft curriculum was distributed to the managers.

Kathy is developing an online class sign up. She is currently in negotiations with the Circuit to store class registration data in their database. The online registration form may be available by October.

The panel trustees will not be participating in the first phase of training. They will be invited upon the completion of training for the test filers.

A test filer phase for the US Trustee's office will be offered.

The district is receiving e-mail notification, from attorneys, requesting to add their names to our training distribution list.

Feedback from UST Meeting in Oakland

The meeting was well attended by chapter 7 and 13 trustees. Gloria, Dennis and Kathy participated in this meeting. Dennis provided an overview of CM/ECF. Kathy discussed trustee assignments.

The trustees did not have any comments on the interim operating order. The order serves as a notification that ECF will be launched in this district.

ECF Publicity

The district is responding to many requests to provide presentations/ECF orientation. Since December 2002, the district has conducted nine presentations. All presentations were well received. Gloria consulted with the managers and they feel that the district is making progress with the orientations.

The district makes an effort to respond to any and all orientation requests.

Gloria requested Elaine to prepare an attorney notification list for publicity purposes.

Elaine is working with Roger White on an orientation for South Bay attorneys.

There is some concern about promoting other organizations' orientation events on the court's website due to overwhelming the host organizations' resources. The court can place a link to that organization's webpage so that attorneys can directly contact the organizations.

The Forum can provide accreditation for training. Elaine needs to know the specifics of the training program, e.g., how many hours, the curriculum, et cetera, so she can work with the Forum's MCLE assistant. Sharon will fax the draft curriculum to Elaine.

Gloria is hoping that the district can host a kick-off event by October 2003. Elaine will work with Gloria on this project. Kathy has asked vendors if they would like to participate in this event. The Committee will further discuss this event in the August 22 meeting.

There being no further business, the meeting was adjourned at 2:20 p.m. The next CM/ECF Steering Committee meeting is scheduled for 1:30 p.m., on Friday, August 22 in San Francisco.

Respectfully Submitted,

Wendy Kan, Recorder